



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, January 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Construction Services Manager
Region 1/District 1/Construction
Office of Highways Project Implementation
Schaumburg

Attachments
40935

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, January 20, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Construction Services Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-51-202-10-01	IPR#:	40935

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Construction/201 W Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for supervising and coordinating the administrative support services within the Bureau of Construction, such as personnel administration, budgetary and equipment management, inventory and commodity control and record retention management to facilitate the performance of construction supervision.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, statistics, sociology, public finance and public administration
- Five years' experience in public or business administration, research, statistics, public finance or accounting
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan and direct efforts of employees for efficient accomplishment of objectives
- Strong oral and written communications skills.
- Previous experience managing a budget, equipment and vehicles

Shift/Remarks:

8:00 am – 4:15 pm / Monday - Friday (45 minute lunch)

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October, 2015	POSITION:	Construction Services Manager
APPROVED BY:	Ann Berube	OFFICE/DIVISION:	Highways/District 1 Schaumburg /Bureau of Construction
CODE:	PW414-23-51-202-10-01	REPORTS TO:	Administrative Control Manager

Position Purpose

This position is accountable for supervising and coordinating the administrative support services within the Bureau of Construction, such as personnel administration, budgetary and equipment management, inventory and commodity control and record retention management so as to facilitate the performance of the Bureau's primary function of construction supervision.

Dimensions

Subordinate Personnel	5-7 Direct
Bureau Personnel	250 full-time, 50-75 part-time
Annual Contracts	200 - 400; value \$300-\$500 Million
Annual Equipment Purchases	\$20-\$300 Thousand
Annual Budget	\$7-\$8 Million

Nature and Scope

This position reports to the Administrative Control Manager as do the construction Operations Manager and the Reimbursable Utilities Coordinator. Reporting to this position are one Management Technician, and 4-6 clerical positions.

The continuous high volume of construction activity within the District, three to four hundred construction projects simultaneously, creates unusual problems in estimating personnel requirements, assignment of equipment and vehicles to the various projects and maintenance of contracting schedules.

Typical problems encountered by the incumbent include: determining adequate manpower; developing the documentation to support budget submittals; determining, on the basis of program requirements and historical expenditure data, the manner in which approved funds are allocated to the various sections within the Bureau; assuring that purchasing requests reflect approved budget allotments and are in compliance with established procurement regulations; obtaining the necessary information for the evaluation of contractor performance; developing the necessary information for superior performance information for the evaluation of contractor performance; developing the necessary information for superior performance awards; maintaining an accurate record of the locations for over three thousand boxes containing records; reviewing needs within the Bureau, designating courses and developing schedules for the Department's continuing education program for approximately 300 construction employees.

The greatest challenge to this position is to properly evaluate available resources in relation to program requirements and distribute the available assets amount of the construction projects so as to facilitate project completion. Incumbent personally assembles and develops proper documentation for the Bureau's budgetary estimates; continuously evaluates equipment and vehicle usage and makes assignments to improve efficiency; recommends technical candidates for training; supervises clerical staff; prepares requisitions for and maintains control over commodities and equipment; prepares contractor evaluation reports; projects annual personnel needs; manages 219 vehicles and organizes major meetings for the District including pre-bid meetings and the Construction/Materials Seminar.

The incumbent exercises these accountabilities through the following staff:

- One (1) Office Coordinator who assigns the individual typing and filing duties to the individual clerical staff.
- One (1) Management Technician, who opens and distributes mail, maintains files, requisitions and distributes office supplies.
- One (1) Office Assistant, who processes time sheets, maintains a record of overtime worked, tracks contractor submittals through an approval process,
- One (1) Office Assistant who maintains and tracks record boxes in the Records Retention Area, issues and tracks commodities and equipment issued to field personnel.
- Three (3) Office Assistants who perform a wide variety of typing and clerical duties within the Bureau.

Within the general policy guidelines, the incumbent exercises considerable independent judgment on matters relating to purchasing and maintenance of equipment, assignment of equipment, distribution of commodities and assignment of clerical functions with only unusual policy interpretation matters being referred to the Bureau management.

The incumbent maintains close contact with the Bureau's Construction Area Supervising Engineers, the District Administrative and Financial Services Sections, the Central Bureau of Construction, various equipment manufactures and vendors.

The effectiveness of this position is measured by the assistance delivered Field Staff in the completion of the District's construction program through the efficient utilization of equipment the prompt processing of the correspondence.

Principal Accountabilities

1. Provides adequate documentation for the Bureau's budgetary submittals.
2. Distributes available funds among the various sections in an efficient and adequate manner.
3. Provides for equipment and vehicles usage.
4. Ensures efficient and effective use of clerical staff.
5. Maintains the Record Retention Area in a manner that allows efficient recovery of specific records when required.
6. Assigns technical staff to classes so as to optimize benefits to the Bureau.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.